

## ROUTING AND RECORD SHEET

XREF DAA 82-1998/2

SUBJECT: (Optional)

## Headquarters Records Review - Status Report

FROM

Director of Information Services  
1206 Ames Building

EXTENSION

NO.

OIS 83-295

DATE

25 APR 1983

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across columns after each comment.)

1.

EO/DDA

26 APR 1983

26 APR 1983

M

2.

3.

ADDA

21 APR 1983

J

4.

5.

DDA

29 APR 1983

J

6.

7.

Mgt Staff - IRB  
Doris

4

DPE

Jr

Jr

8.

9.

O-D/OIS

5/2

Jr

10.

11.

CYRMD

5/3

E

12.

Chief RSB

13.

14.

15.

We will brief you in more detail on this Agency-wide activity at the OIS Quarterly Review session on 23 May.

11. For your retention.

83-1117

25 APR 1983

MEMORANDUM FOR: Deputy Director for Administration

FROM: [REDACTED]

Director of Information Services

SUBJECT: Headquarters Records Review - Status Report

REFERENCE: D/OIS memorandum dated 29 September 1982;  
Subject: Planning Program for FY 1983 (and beyond)  
(OIS 82-682/2)

1. The Headquarters records review is a continuation of the long-term Agency program begun in 1976 to dispose of unneeded records, improve the retrieval of those retained, and generally make our records more usable. The first stage of this program, which involved reviewing the records at the Agency Archives and Records Center (AARC), was essentially completed in 1981.

2. The current stage of this program was initiated in a DDCI memorandum dated 9 July 1981. It involves reappraising the need for the more than 200,000 cubic feet of records in Headquarters area buildings. This includes updating the Agency's records control schedules, destroying ~~temporary records due for disposal~~ under the new schedules, and moving additional records from office space to AARC when appropriate. It also includes developing and publishing [REDACTED] Files Management, and establishing new filing systems that relate each file directly to the records control schedule instruction that specifies its ultimate disposition.

3. As a result of these actions, many of the decisions on records disposition that in the past have taken considerable management time will be automated, access to information will be improved, and the need for future massive reviews of records will be eliminated. In addition, office space may be saved.

4. The updating of records control schedules has taken much longer than anticipated. There are two main reasons for this delay. First, there have been several large-scale reorganizations and moves among Agency components that have complicated the records appraisal process. Second, and more importantly, we have improved our records scheduling methods as we prepared the new schedules. Although these improvements have required a great deal of effort, coordination, and time, the results now appear to be well worth the investment.

5. The primary improvement is the development of 20 "common items" that provide retention and disposal instructions for some 75 series of records that are held in common by most Agency components. The components submitting records control schedules have agreed to begin each schedule with these 20 items. This will enable us to ensure consistency in the way these records are handled throughout the Agency. It also will simplify future update cycles, minimize delays associated with component reorganizations, facilitate automation of the records disposition process, and reduce training needs for employees moving between components.

STAT 6. At the present time, the new records control schedules have been drafted and [ ] has been published. The National Archives and Records Service (NARS), as required by Federal law, has begun to review the new schedules and some of the related records. Once NARS has approved the schedules, revision of filing systems and destruction of records can begin.

STAT 7. The extra time it has taken to update the Agency's records control schedules, however, has delayed the start of NARS review. If NARS is not able to approve the schedules in time for us to implement new filing systems and destroy unneeded records as originally planned, it may be necessary to extend the 30 June 1983 completion date for this activity.